

Department of Social and Health Services
Olympia, Washington

ELIGIBILITY A-Z MANUAL REVISION

Revision #	357
Category / Section	Change of Circumstances A – Reporting Requirements
Issued	October 1, 2004
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REMOVE

Change of Circumstances A –
Entire Section

INSERT

Change of Circumstances A –
Entire Section

Summary

WAC 388-418-0005

- Updated reporting requirements for cash, food and medical benefits based on Simplified Reporting policy. People who receive benefits from more than one program must report according to the program that requires them to report the most changes.

Clarifying Information

- Clarified that SSI-related reporting requirements do not apply to clients receiving S01 medical benefits.
- Added information to explain that the date of a change in income is the date someone receives income based on this change. For example, the date of a wage increase is the date of the first paycheck that shows this increase.
- Clarified that we must take action on **all** client-reported changes even if they were not required to report the change under 388-418-0005.

WAC 388-418-0011

- New WAC section requires people with a certification period longer than six months to complete a six-month report if they receive, TANF, GA, Basic Food, or Children's / Family medical benefits.

Clarifying Information

- Added information to explain that people receiving

<p>If not deliverable, return to: Distribution Center, MS: 45816 For distribution changes, notify: Manual Distribution: MS 45816 or call 360-586-8439</p>

Children's or Family medical benefits must provide proof of income with their six-month report even if no changes have occurred.

- For cash and Basic Food, people only need to verify circumstances that have changed.
- Added information on processing a late six-month report. If people complete the six-month report before the end of the month after the month the report is due, we reinstate the case and process the report to determine ongoing eligibility.
- Added information about topics covered in the six-month report.